Department of Community Development
CITY OF CINCINNATI
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2008-2009 GUIDELINES

CITY OF CINCINNATI SMALL ARTS ORGANIZATION GRANT PROGRAM

Funded by The Carol Ann and Ralph V. Haile, Jr./U.S. Bank Foundation in partnership with the Fine Arts Fund

Administered by the City of Cincinnati, Department of Community Development

PROGRAM GOAL

GOAL OF THE SMALL ARTS ORGANIZATION GRANT PROGRAM. The goal of the Small Arts Organization Grant Program is to provide support for Cincinnati's emerging and established arts and cultural organizations that

- demonstrate excellence and professionalism in the arts and

- develop and present innovative arts projects or programs that benefit the city of Cincinnati and its residents, increase access to arts experiences for Cincinnati residents, and respond to diverse community needs.

IMPORTANT CHANGES TO THE GRANT PROGRAM

- **NEW FUNDING SOURCE, PARTNERSHIP, AND PROCESS.** In 2007 and 2008, grants from the Small Arts Organization Grant Program are funded by a two-year donation from The Carol Ann and Ralph V. Haile, Jr./U.S. Bank Foundation in partnership with the Fine Arts Fund. The application review process will be conducted by the Department of Community Development (DCD) and the Cincinnati Arts Allocation Committee (CAAC), a standing volunteer advisory body to City Council. The Fine Arts Fund will approve the CAAC's funding recommendations and will write and distribute grant checks. DCD and the Fine Arts Fund will jointly prepare and issue a news release announcing the grant recipients. DCD will monitor grant activities and review grant reports under criteria established jointly by the Fine Arts Fund and the DCD.

- **NEW APPLICATION DEADLINE.** The application deadline is **March 15, 2008**.

- **DIGITAL AUDIO/VISUAL SUPPORT MATERIALS. Beginning in 2009**, all audio/visual support materials submitted with applications for funding will be in digital format; slides, still photographs, audiotapes, and videotapes will no longer be accepted as audio/visual support materials.

ELIGIBILITY REQUIREMENTS AND OTHER BASIC PROGRAM REQUIREMENTS

1. **Applicant type.** The applicant must be an arts organization **or** a non-arts organization that has an established, distinct arts component or program.

2. **Nonprofit status.** The organization must be nonprofit. Organizations that have nonprofit incorporation status **must** be incorporated in the State of Ohio.

3. **Applicant location/physical base of operations.** The organization must be based in the city of Cincinnati at the time of application and throughout the grant period. An organization will be considered to be based in the city of Cincinnati if it meets **one or more** of the following conditions:

   a. The organization's office is located within the corporate limits of the city of Cincinnati.* (The office **must** have regular business hours open to the public.)

   b. The regular performance, rehearsal, or activity location for the organization's core programming is located within the corporate limits of the city of Cincinnati.*

   c. All (100%) of the organization's core programming takes place within the corporate limits of the city of Cincinnati.*

   *This information must be documented in the application and on the organization's promotional literature and other printed materials. (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at http://www.cincinnati-oh.gov./cityfinance/pages/-7516-/ or call DCD.)

4. **Previous grant recipients.**

   a. **Recipients of funding in grant year 2007-2008 must** complete and submit **either** a Final Report Form **or** a Status Report Form no later than the application deadline. (Call DCD for more information.)

   b. **Recipients of funding in a previous grant year that have not completed the reporting requirement** are **not** eligible to apply for funding **for five (5) years following the due date for the Final Report Form for the grant or until an acceptable report is submitted, whichever comes first.**

5. **Types of support and core programming.** Applications for operating support and project support will be considered. Whether the applicant requests operating support or project support, grant funds **must** be used for activities that **both** take place in the Cincinnati city limits **and** that serve residents of the city of Cincinnati. (See Item 7, below, for more information on required public presentations in Cincinnati.)

   a. **Operating support** provides funds for ongoing artistic and administrative activities. An organization may apply for operating support **only** if 1) the majority of the organization's core programming takes place within the corporate limits of the city of Cincinnati **and** 2) the majority of the core programming that takes place within the Cincinnati city limits serves people who live within the corporate limits of the city of Cincinnati.

   b. **Project support** provides funds for one part of an organization's activities, such as a one-time event, a specific program, or a single production or exhibition. An organization **must** apply for project support if **either** 1) the majority of the applicant organization's core programming takes place outside the Cincinnati city limits **or** 2) the majority of the organization's core programming exclusively serves people who live outside Cincinnati even though the programming takes place within the Cincinnati city limits.

c. **Core programming** is defined as the artistic activities and services produced, presented, or provided by an organization that are the organization's highest priority and are essential to the fulfillment of the organization's mission and purpose.

6. **Grant period.** Applications must be for activities that can be accomplished within the 12-month grant period **September 1, 2008 to August 31, 2009.**

7. **Public presentation.** A minimum of one public presentation of an arts program or activity is required to take place at a site **within the corporate limits of the city of Cincinnati during the grant period.** (**NOTE:** Instead of a public presentation of an arts program or activity, **arts service organizations** must provide services to members of the general public who reside in the city of Cincinnati. They may also provide services to Cincinnati-based arts organizations or to artists who reside in the city of Cincinnati.) All grant-related public presentations and services provided in Cincinnati **must** be open to and available to Cincinnati residents and **must** serve Cincinnati residents. All grant-related public presentations and services that are planned take place in the city of Cincinnati **must** be listed in Section C4 of the application. Do **not** list presentations that will take place outside the Cincinnati city limits. (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at http://www.cincinnati-oh.gov./cityfinance/pages/-7516-/ or call DCD.)

    NOTE: Schedule public presentations far enough into the grant period to allow for the creation and development of funded projects/activities between the start of the grant period and the date of the public presentation. Remember, **all** grant-related expenses must be incurred **during** the grant period.)

8. **Matching support.** The applicant is expected to contribute toward the cost of the project/activity. The applicant **must** provide evidence of matching support for the proposed project or activity in the budget section of the application (Section F). The applicant's share of the project/activity budget **must** equal or exceed the amount requested from this grant program. Matching support may be in the form of **a) cash contributions or b) cash contributions combined with in-kind contributions.** At least half of the **total** grant request **must** be matched with cash from other sources. (For example, if the applicant requests $5,000 from this grant program, the applicant must provide at least $5,000 in additional support for the proposed activity, at least $2,500 of which must be in the form of cash from sources other than the grant.)

    ▪ **Cash contributions** are all dollars (revenues) from sources other than this grant program that support the proposed project/activities (for example: grant funds from the Ohio Arts Council, proceeds from ticket sales, membership fees, class fees).

    ▪ **In-kind contributions** are goods, space, or services that are **donated to the applicant** for the proposed project/activities by **outside sources** and require no cash expenditure by the applicant. The applicant's total cash expenses for the project/activities are reduced by the value of the in-kind contributions. Professional, artistic, technical, or administrative services donated by a qualified volunteer who is normally paid for providing such services are valued at the donor's normal rate of pay. Examples of such services are instrumental or vocal performances, graphic design, videography, accounting, and costume design. The value of any other volunteer time is calculated at minimum wage. The value of donated goods or space is calculated at market value.

9. **Number of applications per applicant.** DCD will accept only one (1) application from each organization per grant year.

10. **Number of applications per project/activity.** DCD will accept only one (1) application for each project or activity per grant year.

11. **Deadline.** Applications and support materials must be **received** (**not** postmark dated) in the DCD office by **5:00 p.m.** on **March 15, 2008**. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered. (**NOTE:** If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)

FUNDING RESTRICTIONS

1. **Types of applicants.** This program does **not** fund applications submitted by the following types of applicants:

   - individuals
   - organizations acting as fiscal agents for individual artists or for other organizations
   - for-profit organizations
   - agencies of the City of Cincinnati
   - city, county, regional, state, federal, or other governmental agencies
   - organizations that have not conducted arts activities
   - organizations receiving City funding for arts-related activities on an ongoing, one-time, or periodic basis through a process other than the Small Arts Organization Grant Program allocation process

2. **Types of projects/activities.** This program does **not** fund the following types of projects/activities:

   - Projects/activities taking place prior to or after the 12-month grant period of September 1, 2008 to August 31, 2009 (**NOTE: All** grant-related expenses must be incurred **during** the grant period.)

   - Projects/activities that are planned to take place outside the city of Cincinnati. (**NOTE: Not all Cincinnati mailing addresses, 452 zip codes, schools in the Cincinnati Public Schools system, or properties under the control of departments of the City of Cincinnati are within the corporate limits of the city of Cincinnati. To confirm whether a proposed presentation location is in the Cincinnati city limits,** look up the address in the City Income Tax Division's *Quick Locator Street Guide* at http://www.cincinnati-oh.gov./cityfinance/pages/-7516-/ or call DCD.)

   - Projects/activities that do not serve residents of the city of Cincinnati
   - Activities intended only for an organization's membership
   - Permanent public artworks
   - Professional development
   - Projects/activities that primarily promote denominational, religious, or sectarian ideas
   - Projects/activities that are primarily research oriented
   - Projects/activities that are primarily technical in nature
   - Projects/activities that are primarily recreational or therapeutic

   - Projects/activities that are primarily promotional. (**NOTE:** Arts service organizations whose missions and activities are primarily promotional may apply if they satisfy the public presentation requirement described under Eligibility Requirements and Other Basic Program Requirements.)

   - Applications from private and public schools (including school districts, affiliates, colleges, and universities) for projects or activities that are not designed to involve the general public

3. **Types of expenses.** This program does **not** fund the following types of expenses:

   - Operating support if a) the majority of the organization's core programming takes place outside the city of Cincinnati or b) the majority of the organization's core activities exclusively serves people who live outside Cincinnati even though the programming takes place within the corporate limits of the city of Cincinnati. Such organizations are eligible to apply **only** for support for projects that take place in the corporate limits of the city of Cincinnati **and** that serve residents of the city of Cincinnati. (See the Eligibility Requirements section for a definition of **core programming**.)

   - Funds for the following arts and cultural organizations: Arts Consortium of Cincinnati, CET, Cincinnati Art Museum, Cincinnati Ballet, Cincinnati May Festival, Cincinnati Museum Center, Cincinnati Opera Association, Cincinnati Playhouse in the Park, Cincinnati Public Radio (WGUC and WVXU), Cincinnati Symphony Orchestra, Contemporary Arts Center, Taft Museum, WAIF, and any

organization that receives City funding for arts-related activities on an ongoing, one-time, or periodic basis through a process other than the Small Arts Organization Grant Program allocation process. (**NOTE:** An applicant may request to use grant funds for space rental expenses at a facility owned or operated by one of the aforementioned organizations or by any organization that receives City funding for arts-related activities on an ongoing, one-time, or periodic basis through a process other than the Small Arts Organization Grant Program allocation process.)

- Support for private and public school overhead expenses and salaries not related to the proposed arts activity. Private and public schools include school districts, affiliates, colleges, and universities.

- Capital purchases and purchases of non-consumable goods costing **more than $100 per item** (examples: equipment, items that in and of themselves are non-consumable such as light fixtures, cameras, furniture, audio/visual equipment, and computers)

- Capital improvements and the purchase of real property
- The elimination or reduction of existing deficits or debts
- Fees, salaries, or indirect financial benefits for the applicant organization's board members
- Fees, salaries, or indirect financial benefits for relatives of the applicant organization's employees or board members
- Fees, salaries, or indirect financial benefits for employees of the City of Cincinnati
- Fees, salaries, or indirect financial benefits for members of the Cincinnati Arts Allocation Committee or the Cincinnati Recreation Commission Public Art Committee
- Fund raising expenses

- Food and lodging expenses (**Exception:** Food and lodging expenses for touring artists or non-local artists in residence under contract with the applicant organization if such fees are itemized in the contract.)

- Gifts, hospitality, and entertainment expenses
- Internet services or fees unrelated to the grant project/activity
- Funds for regranting

- Travel outside the corporate limits of the city of Cincinnati. (**NOTE:** Eligible travel expenses are limited to mileage expenses for grant-related travel inside the Cincinnati city limits at a mileage reimbursement rate not to exceed the current City mileage reimbursement rate. **Exception:** Transportation fees for touring artists or non-local artists in residence under contract with the applicant organization if such fees are itemized in the contract.)

- The purchase of a vehicle, auto rental, and costs associated with operating and maintaining a vehicle (examples: insurance, gasoline, parts, licenses)

- Telephone expenses other than basic monthly service fees. The cost of cell phones, beepers, long distance calls, and directory assistance services are **not** eligible grant expenses.

EVALUATION CRITERIA

Applications will be evaluated based on:

1. Consistency with the goal, requirements, and funding restrictions of the program

2. Evidence of the applicant's ability to carry out the project or activities including not only information provided in the application and support materials, but also performance on prior grants from this grant program, if any.

GRANT AMOUNTS AND CATEGORIES OF AWARDS

The maximum award amount is $7,500. Total funds requested always exceed the amount available for granting. Because this is a competitive grant program, only the very strongest applications will be recommended for funding. Award amounts are typically less than the level of funding requested. The program offers **operating support** grants and **project support** grants. (Refer to the Eligibility Requirements and Other Basic Program Requirements section and the Funding Restrictions section of the guidelines for more information on the type of support that is appropriate for your organization and the proposed project/activity.)

Grants are awarded to organizations in two categories:

- **Established organizations:** Arts Organizations/Arts Components of Non-Arts Organizations in Existence Three Years or Longer

- **Emerging organizations:** Arts Organizations/Arts Components of Non-Arts Organizations in Existence Less than Three Years.

ALLOCATION PROCESS

1. **Assistance available from DCD.** Assistance includes:

   - **Pre-application grant writing workshop.** A workshop for prospective applicants is held in February. The workshop provides general grant writing tips, a review of the grant program guidelines and application form, informational handouts, critiquing exercises using sample applications, and opportunities to ask questions. Attendance is encouraged. The workshop is **free**, but **registration is required**. For workshop information and registration, call (513) 352-4985.

   - **Telephone assistance.** Call (513) 352-4985 with questions about the program guidelines, your proposal, the application, support materials, the allocation process, potential venues for public presentations, and assistance with activities that may require a City permit or other City approval. Information and referral services on other grant-related topics are also available.

2. **Submission deadline.** The applicant submits a completed application and support materials to DCD. **(DEADLINE: March 15, 2008; 5:00 p.m.)** All applications and support materials **must** be **received** (**not** postmark dated) in the DCD office by 5:00 p.m. on the deadline date. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered. **(NOTE: If the deadline date falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first workday following the deadline date.)**

3. **Staff review process.** DCD staff review applications for completeness, accuracy, and conformance to program guidelines, requirements, and restrictions.

4. **CAAC review process.** Each CAAC member reviews and scores all eligible applications.

5. **Public meeting.** The CAAC reviews eligible applications and determines preliminary funding recommendations during a public meeting in the spring, which applicants are encouraged to attend. Applicants are sent information about the public meeting and the eligibility status of their applications in advance of the meeting. Call DCD at (513) 352-4985 for additional information.

6. **Approval of recommendations and grant administration.** The Fine Arts Fund will approve the CAAC's funding recommendations and will write and distribute grant checks. DCD and the Fine Arts Fund will jointly prepare and issue a news release announcing the grant recipients. DCD will monitor grant activities and review grant reports under criteria established jointly by the Fine Arts Fund and the DCD.

SOME GENERAL CONDITIONS OF THE AWARD

1. **Grant payments.** Grant money is disbursed by the Fine Arts Fund.

2. **Reports.** Grant recipients are responsible for reporting on their grant activities and expenditures to DCD.

APPLICATION REQUIREMENTS

Packaging instructions. Submit the completed application form with original signatures and required support materials specified below in **no more than two (2) envelopes labeled with the name of the applicant organization**. Envelopes must be **no larger than** 12" x 15 ½". **If you submit print materials,** fasten each collated set of print materials with a paper clip. Do **not** submit materials in binders, notebooks, folders, or boxes.

Application submission requirements. Submit the following materials:

1. **One (1) completed current application form with original signatures.** Applications are available in paper and electronic form. (**NOTE:** Check the DCD website at www.cincinnati-oh.gov for electronic versions of the program guidelines and application.) Applications **must** be completed using **computer-generated type or a typewriter.** Applicants **must** restrict their answers to the space provided on the official application form, maintaining the margins provided. Answers outside the space provided will **not** be considered. Attachments answering the questions asked on the form will be discarded. The CAAC will **not** consider handwritten applications, incomplete applications, submissions on altered forms, illegible applications, or applications that use type face that is smaller than the type on the "Instructions" section of the application form. Applications not meeting the submission deadline will **not** be considered. Applications submitted by fax or email will **not** be considered.

   Employer ID Number (EIN). All applicants **must** include their Employer ID Number (EIN) in Section A3 of the application form. This is the applicant organization's federal tax identification number, **not** the Social Security Number of an individual. Nonprofit organizations **must** have EINs even if they do not have employees. To obtain an EIN, complete IRS Form SS-4 (available from IRS, 550 Main Street, Cincinnati, OH or www.irs.gov). To obtain an EIN **immediately**, phone in the information on the application to (800) 829-4933.

   Dun & Bradstreet (DUNS) Number. Dun & Bradstreet (D&B) provides business information world wide for credit, marketing, and purchasing decisions using a "data universal numbering system" (DUNS) with unique 9-digit or 13-digit numbers for organizations and individuals. We encourage applicants to obtain DUNS numbers for two reasons: 1) The National Endowment for the Arts and many state and local arts agencies now require DUNS numbers on their grant applications. 2) DUNS data is helping Americans for the Arts (AFTA), a national arts service organization, to determine the number of artists and arts organizations in geographic regions and political jurisdictions across the US as part of its annual *Creative Industries* research project. To learn more about the AFTA project and how to obtain a **free** DUNS number quickly over the Internet or phone with no obligation to buy D&B products, visit http://www.artsusa.org/information_resources/research_information/services/creative_industries/003.asp . Call D&B at (866) 705-5711 or visit the D&B website at http://www.dnb.com/us/ to get your DUNS number. (**NOTE:** Free phone registration may not be available to entities other than federal contractors or federal grant applicants.)

2. **One (1) completed Organization Profile.** Provide statistics for the applicant organization. This information will be used for statistical evaluation purposes and to help determine the extent to which applicant organizations have minimized barriers to broad cultural participation in the arts.

3. **Documentation of nonprofit status.**

    ▪ **IRS 501(c)(3) organizations.** Submit a) one (1) copy of your federal IRS 501(c)(3) tax exempt status determination letter **AND** b) one (1) copy of your articles of incorporation with the State of Ohio. (**NOTE:** Include one (1) copy of your amended articles of incorporation if your organization's name has changed since the original incorporation papers were submitted.) **To obtain information on your organization's nonprofit status and legal name and to download copies of documents such as your organization's articles of incorporation,** search the nonprofit organization filings in the Business Services section of the Ohio Secretary of State's website at www.state.oh.us/sos .

    ▪ **Ohio nonprofit corporations (not 501(c)(3) organizations).** Submit a) one (1) copy of your certificate of nonprofit incorporation from the State of Ohio **AND** b) one (1) copy of your articles of incorporation with the State of Ohio. (**NOTE:** Include one (1) copy of your amended articles of incorporation if your organization's name has changed since the original incorporation papers were submitted.) **To obtain information on your organization's nonprofit status and legal name and to download copies of documents such as your organization's articles of incorporation,** search the nonprofit organization filings in the Business Services section of the Ohio Secretary of State's website at www.state.oh.us/sos .

    ▪ **Organizations that are neither IRS 501(c)(3) tax exempt organizations nor Ohio nonprofit corporations.** Submit **one** of the following: a) one (1) copy of a completed application form that documents current, pending nonprofit incorporation status with the State of Ohio **OR** b) one (1) copy of a written, notarized statement dated within the current year that attests to the nonprofit status of the organization and is signed by an authorized representative of the organization.

4. **Support materials (as specified below) that describe the applicant and its programs and document activities the applicant has conducted in the last three (3) years.** Select and submit support materials from **no more than two (2)** of the following categories. **Include no more than one (1) example per category.** (**NOTE:** Applicants are encouraged to select Category J (audio/visual materials) as one of the two categories of support materials.) Select materials that clearly identify the role of the applicant and demonstrate the applicant's artistic professionalism and its ability to operate effective programs and communicate clearly. **Print materials must document the organization's street address provided in Section A6 of the application.** When three (3) copies of a piece of print material are specified, provide three (3) **identical, collated sets** of these materials. The CAAC will **not** review substitutions, additional materials, and materials more than three (3) years old.

    Provide a **self-addressed, stamped mailer*** for the return of audio and video tapes, audio CDs, DVDs, and slides. Do **not** send cash, checks, or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed. Print materials will **not** be returned.

    Special considerations.

    ▪ **Collaborative activity.** If the application is for a collaborative effort, the applicant is encouraged to submit support material from another principal participant listed in Section C3 of the application in addition to the applicant's own support material. The type and total number of support materials submitted **must** be consistent with the support materials submission requirements. (**NOTE:** See the requirements for **documentation of intent to collaborate**, below.)

    ▪ **Non-arts organization.** If the applicant is a non-arts organization, support materials **must** include information on the organization's arts program or component.

    Submission Requirements for Support Materials Describing or Documenting the Applicant, its Programs and Activities (**Must** document activities the applicant has conducted in the last three (3) years.)

    ▪ **Category A: A piece of promotional literature published by the applicant.** Examples: general or season brochure, print-outs of **no more than five (5) pages** from the applicant's website. (3 copies)

- **Category B: A newsletter, literary publication, or catalog published by the applicant.** (3 copies)

- **Category C: An article from a print or electronic newspaper or magazine.** (3 copies)

- **Category D: A review of a past performance/activity from a print or electronic newspaper or magazine.** (3 copies)

- **Category E: A program for a past performance/activity.** (3 copies)

- **Category F: A list of key persons and collaborating organizations responsible for the activities/project** and their roles and qualifications. Provide **no more than one (1) page** of information **typed, single-spaced** on 8 ½" x 11" white paper. Typeface **must** be **at least** 12-point type. (3 copies)

- **Category G: An educational publication published by the applicant.** Examples: a teachers' guide or an educational brochure for a special exhibition. (3 copies)

- **Category H: A long-range plan published by the applicant.** (3 copies)

- **Category I: A program evaluation report published by the applicant or a consultant working for the applicant.** (**NOTE:** Site visit reports from other funders or source materials such as blank questionnaires do **not** meet this submission requirement.) (3 copies)

- **Category J: Audio/visual materials** that document **a past program, project, production, or exhibit over which the applicant had artistic or curatorial control**. Submit **one (1)** type of audio/visual material from the list below, and follow the screening and audio note submission requirements at the end of this section.

The audio/visual support materials submission requirements for each artistic discipline listed below include information on a) the types of support materials you must submit with your application and b) the required format in which to submit the materials. Make sure that you read the section for each relevant artistic discipline completely before putting together the support materials for your application.

DANCE, MEDIA, AND THEATER

Applicants in dance, media, and theater have three support materials submission formats from which to choose. Using the submission requirements provided below, submit work samples in **one** of the required format options. Each format option section provides information on what to submit and the required submission format.

- ➢ **Dance, Media, and Theater Work Samples Format Option 1: Sample Recording.**

    What to submit:
    - One (1) 5- to 10- minute **sample recording** on DVD* or ½" VHS videotape* that documents a performing arts activity or media project
    - Screening notes (1 copy)

    Submission format:
    - **Recording medium:** DVD or ½" VHS videotape
    - **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
    - **Labeling information:** Label the DVD or videotape with the name of the applicant.
    - **Screening notes:** Follow the screening and audio note submission requirements at the end of this section.

➢ **Dance, Media, and Theater Work Samples Format Option 2: Digital Images and Image List.**

What to submit:
- One (1) CD* containing five (5) to ten (10) **JPEG** images that document a performing arts activity or media project
- Image list (one (1) copy)

Submission format:
- **File type:** JPEG. Do **not** submit progressive JPEGs or JPEG images imbedded in a PowerPoint presentation.
- **Recommended image size:** 1024 pixels wide x 768 pixels high, landscape orientation (aspect ratio: 4 units wide x 3 units high)
- **Maximum file size:** 1 MB
- **Orientation of images:** Submit images saved in proper orientation for viewing.
- **Number of images:** Minimum: five (5). Maximum: ten (10).
- **Labeling information:** Label the CD with the name of the applicant.
- **File names:** Name each JPEG file with the name of the applicant and an image number that corresponds to the image list. (Examples: DanceGroup01.jpg or ActOutTheatre05.jpg) Number the image files consecutively with two-digit numbers as shown in the examples. Do **not** put labels or information on the digital image itself.
- **File name extension:** Use **only** the default file name extension (.jpg).
- **Screening information:** Images will be screened using a PC and Windows XP Slide Show software. CD should be ISO 9660 mastered to insure PC compatibility.
- **Image list content and format:** Numbered, descriptive list of the images **typed** on 8 ½" x 11" white paper and labeled with the applicant's name. Image numbers must correspond to the file names for the digital images submitted.
- **Information for each image:** Provide the following information for each image listed: name of applicant, type of activity, name/title of work, date presented, location of presentation, length of activity/production in minutes, and role of applicant. Do **not** put labels or information on the digital image itself.

➢ **Dance, Media, and Theater Work Samples Format Option 3: Production Stills.**

What to submit:
- Five (5) to ten (10) production photographs* that document a performing arts activity, educational program, or media project

Submission format:
- **Number of photographs:** Minimum: five (5). Maximum: ten (10).
- **Size:** 5" x 7"
- **Paper type:** photographic paper
- **Labeling information:** Label the backs of the photographs with name of applicant, type of activity, name/title of work, date presented, location of presentation, length of activity/production in minutes, and role of applicant.

INTERDISCIPLINARY WORK AND PERFORMANCE ART

What to submit:
- Choose one (1) arts discipline that will give the reviewers the best information on the documented activity. Submit the required support materials for that discipline.

Submission format:
- Follow the support materials submission requirements for the appropriate discipline, the screening and audio note submission requirements at the end of this section, and call DCD for more information.

LITERATURE AND MUSIC

What to submit:
- One (1) 5- to 10- minute **sample recording** on audiotape* or audio CD* that documents a literary reading or music performance
- Audio notes (one (1) copy)

Submission format:
- **Recording medium:** audiotape or audio CD
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the audiotape or audio CD with the name of the applicant.
- **Audio notes:** Follow the screening and audio note submission requirements at the end of this section.

VISUAL ARTS

Applicants in visual arts have two required support materials submission formats from which to choose. Using the submission requirements provided below, submit work samples in **one** of the required format options. Each format option section provides information on what to submit and the required submission format. This section also provides support materials submission requirements for work that is interactive or involves movement or sound. Images should document work exhibited by the applicant or created by the applicant or participants in its programs.

➢ **Visual Arts Work Samples Format Option 1: Digital Format**

What to submit:
- One (1) CD* containing five (5) to ten (10) **JPEG** images of an exhibit or work produced in a visual arts project/activity
- Image list (one (1) copy)

Submission format:
- **File type:** JPEG. Do **not** submit progressive JPEGs or JPEG images imbedded in a PowerPoint presentation.
- **Recommended image size:** 1024 pixels wide x 768 pixels high, landscape orientation (aspect ratio: 4 units wide x 3 units high).
- **Maximum file size:** 1 MB
- **Orientation of images:** Submit images saved in proper orientation for viewing.
- **Number of images:** Minimum: five (5). Maximum: ten (10).
- **Number of artworks illustrated:** At least five (5) different pieces of work
- **Labeling information:** Label the CD* with the name of the applicant.
- **File names:** Name each JPEG file with the name of the applicant and an image number that corresponds to the image list. (Examples: VisualArtsCenter01.jpg or TheGallery10.jpg) Number the image files consecutively with two-digit numbers as shown in the examples. Do **not** put labels or information on the digital image itself.
- **File name extension:** Use **only** the default file name extension (.jpg).
- **Screening information:** Images will be screened using a PC and Windows XP Slide Show software. CD* should be ISO 9660 mastered to insure PC compatibility.
- **Image list content and format:** Numbered, descriptive list of the images **typed** on 8 ½" x 11" white paper and labeled with the applicant's name. Image numbers must correspond to the file names for the digital images submitted.
- **Information for each image:** Provide the following information for each image listed: name and dates of activity or exhibit; location of activity/exhibit; role of applicant; name of artist; and title, medium, dimensions, and date of work. Do **not** put labels or information on the digital image itself.

> **Visual Arts Work Samples Format Option 2: Slide Format.**

What to submit:
- Five (5) to ten (10) consecutively numbered 35 mm slides* of original works
- Slide list

Submission format:
- **Number of slides:** Minimum: five (5). Maximum: ten (10).
- **Number of artworks illustrated:** At least five (5) different pieces of work
- **Labeling information:** Print the following information **directly on each slide mount in black ink**: number of slide and name of artist. Print "TOP" at the top of the slide. Print "THIS SIDE TOWARDS SCREEN" on the appropriate side of the slide. To prevent slides from being damaged in the projector, use **standard size plastic slide mounts** and do **not** use tape to label the slide.
- **Slide sheet:** Submit the slides in a clear plastic slide file sheet for safe handling.
- **Slide list content and format:** Numbered, descriptive list of the slides **typed** on 8 ½" x 11" white paper and labeled with the applicant's name. The numbers on the slide list must correspond to the numbers on the slides.
- **Information for each slide:** Provide the following information for each slide listed: name and dates of activity or exhibit; location of activity/exhibit; role of applicant; name of artist; and title, medium, dimensions, and date of work.

> **Works of Visual Art that are Interactive or Involve Movement or Sound.**

What to submit:
- Materials described above in **either** Visual Arts Format Option 1 **or** Visual Arts Format Option 2
- One (1) 5- to 10-minute **sample** audiotape, audio CD,* DVD,* or ½" VHS videotape*
- Screening or audio notes (one (1) copy)

Submission format:
- **Recording medium:** audiotape, audio CD, DVD or ½" VHS videotape
- **Recording length:** Minimum: 5 minutes. Maximum: 10 minutes. Do **not** submit a full-length recording.
- **Labeling information:** Label the recording with the name of the pplicant.
- **Screening and audio notes:** Follow the screening and audio note submission requirements at the end of this section.

Screening and audio note submission requirements. If you submit a video or audio recording, also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 ½" x 11" white paper **(1 copy)**. Include

- the applicant's name
- the role of the applicant
- the name(s) and roles of other principal collaborating organizations or creative artists
- the name or title of the production, program, work, or project
- total length of production, program, work, or project
- the length of the videotape or recording in minutes
- a description of the production, program, work, or project
- the purpose of the recording
- the date the recording was produced
- the date the work was created, if it was created by the applicant
- the date(s) and location(s) of presentations of the production, program, work, or project
- screening and broadcast dates(s), locations, and stations
- other recording distribution information

(**NOTE:** The CAAC reviews 5 minutes of each recording. The CAAC may elect to review segments from different portions of a recording that is longer than 5 minutes in length, if, at the committee's sole discretion, this provides the best information on the applicant's ability to carry out the proposed

project or activity. Provide a **sample recording** of the length requested in the submission requirements. Do **not** submit a recording that is more than 10 minutes long.)

∗**A self-addressed, stamped mailer is required for the return of audio/visual materials.**

5. **Documentation of confirmed public presentation(s).** The applicant **must** submit written documentation that at least one public presentation listed in Section C4 of the application is **confirmed** at a location within the limits of the city of Cincinnati during the grant period. **Examples of acceptable documentation** include one (1) copy of letter of commitment **or** one (1) copy of a contract, a receipt, or a lease for **each** venue or site. Each piece of documentation **must** clearly identify the applicant, the venue or site, the nature of the activity, and the confirmed or tentative date(s) of presentation. Each type of documentation must be provided by and signed by an **authorized representative of the presentation location or site** (for example: owner, director, rental agent). A letter of commitment **must** be presented on the letterhead of the presentation location or site. **If the proposed activity will take place in a building that the applicant rents on an ongoing basis,** submit one (1) copy of the lease or a letter from the building owner. **If the activity will take place in a building that the applicant owns,** submit one (1) copy of the property tax bill or base property tax description from the Hamilton County Auditor's website www.hamiltoncountyauditor.org. Documentation of property ownership **must** bear the applicant's name. Other types of documentation **must** be approved by DCD **prior to the application deadline.**

    (**NOTE: A City permit or other City approval may be required for some activities, such as those that involve the public right-of-way, historic buildings, signage, or City-owned property.** Grant recipients are required to obtain all necessary permits and approvals. Call DCD for assistance with these types of activities.)

6. **Documentation of intent to collaborate.** If successful completion of the proposed project/activity depends on the involvement of one or more organizations or artists in addition to the applicant organization, the application must include one (1) copy of a letter from **each** collaborating artist and organization. Each letter **must** identify the collaborator's role and commitment to participate in the activity. Letters from collaborating organizations **must** be written on the organization's letterhead and signed by **an authorized representative of the organization.** Collaborating artists and organizations **must** be identified in Section C3 of the application.

7. **Financial information.** The applicant must submit one (1) copy of an audit (preferred), a financial statement, **or** a tax form 990 for the organization's **most recently completed fiscal year**. **Non-arts organizations must** submit this information for **both** the parent organization (the applicant) **and** the arts program or component.

8. **Board member list.** Submit one (1) copy of a list of current members of your organization's board of directors. Include each board member's name, professional or volunteer affiliation(s), and status as a voting or non-voting member of the board. Identify board officers.

9. **Report and support materials.** Organizations that received funding from this grant program in the most recent grant year (2007-2008) **must** submit **either** a completed Final Report Form (if funded project or activity has been completed) **or** a completed Status Report Form (if funded project or activity has not been completed).

Questions? Call DCD at (513) 352-4985.

(Check the DCD website at www.cincinnati-oh.gov for electronic versions of the program guidelines and application.)